

Questions 21–27

Complete the sentences below.

Choose **ONE WORD ONLY** from the text for each answer.

Write your answers in boxes 21–27 on your answer sheet.

- 21 By learning at an appraisal what areas of work need improving, staff can improve their chances of getting
- 22 It is important to think of some that can be used during the appraisal.
- 23 The appraisal can be a good time to ask the boss for extra
- 24 React to any criticism.
- 25 It is helpful to identify a number of individual arising from the appraisal comments.
- 26 Staff can request a meeting half-way through the year to look at the which has been achieved.
- 27 If staff act on any appraisal comments, they will demonstrate their to their work.